



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON HESSEN
UNIT 20193, BOX 0001
APO AE 09165-0001

IMEU-HAN-ZB

11 May 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standard Operating Procedures (SOP) for BA43/.0012 Official Representation Funds Administration in the US Army Garrison Hessen (USAG Hessen)

1. References:

- a. AR 360-61, Community Relations, 15 January 1987
- b. AR 37-47, Representation Funds of the Secretary of the Army, 31 May 1996
- c. USAREUR Reg. 360-1, USAREUR Community Relations Program, 9 December 1996
- d. AR 715-XX, Government Purchase Card Program, revised 12 August 2005

2. Purpose. This SOP establishes specific policies, responsibilities, and procedures for use and administration of BA43 (0012 Limitation) Official Representation Funds (ORFs) in the U.S. Army Garrison (USAG) Hessen, USAGs Wiesbaden, Giessen, Baumholder and the USAG Hessen/Hanau Community.

3. General.

a. The Chief of Staff, Resource Management, Installation Management Agency-Europe (IMA-EURO), provides the USAG Hessen BA43/.0012 limitation funds.

b. Subordinate Indirect Reporting Garrisons in USAG Hessen will receive BA43/.0012 limitation funds from the USAG Hessen.

c. Other subordinate and tactical units should report their requirements to their corresponding higher tactical headquarters.

4. Responsibilities. The Indirect Reporting Garrison PAO will serve as fund custodian and administer the Indirect Reporting Garrison Commander's BA43/.0012 account. The USAG Hessen PAO will act as the BA43/.0012 fund custodian for USAG Hessen and Hanau Community and provide overall budget control and monitoring for the Indirect Reporting Garrisons and the USAG Hessen.

- a. Indirect Reporting Garrison and Hanau Community PAOs will:

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(1) Submit annual budget requirements to USAG Hessen PAO for approval NLT 10 May of each Fiscal Year (FY).

(2) Provide follow-up status reports including obligations, amounts spent, and planned expenditures for mid year review, year end close out, and other reports as requested.

(3) Request funding for Community Relations (COMREL) events through USAG Hessen PAO. The only approval authority is the Commander or the Deputy to the Commander of the USAG Hessen.

(4) Monitor and control their BA43/.0012 budget through appropriate instruments and personnel as cited in above references.

(5) Keep file copies of all documents including fund control register.

(6) Initiate appointment of primary and alternate Certifying and Approving Officer (CAO) for BA43 funds for their respective Indirect Reporting Garrisons through the Commander and coordinate required training for the CAOs through the responsible finance office if applicable.

b. USAG Hessen DRM will:

(1) Provide line of account information on obligation document and maintain the official accounting records, ensuring accurate and timely recording of financial data.

(2) Ensure that all obligation records have proper documentation, and that they accurately reflect the amount of valid obligations.

(3) Furnish periodic reports for BA43/.0012 which comprises obligations, commitments, undelivered orders, and un-liquidated obligations.

(4) Conduct accurate and timely joint reviews with a representative of BA43/.0012 fund holder at least once every 3 months.

(5) Monitor status of funds ensuring that obligation do not exceed the available funds as provided by IMA.

c. USAG Hessen PAO will:

(1) Administer USAG Hessen and Hanau Community Commander's funds using the same procedures as described above (4.a.1. – 6.) for the Indirect Reporting Garrisons.

(2) Obtain overall approved budget upon USAG Hessen Commander's guidance and incorporate necessary adjustments under consideration of Indirect Reporting Garrison requirements, changing resource guidance, and funding letter as they occur during the fiscal year.

(3) Monitor and control BA43/.0012 account of each Indirect Reporting Garrison, the Hanau Community and the USAG Hessen through adequate fund control registers.

(4) Initiate redistribution of funds throughout the FY as resources, requirements, and priorities are changing.

(5) Execute mid year review, service based costing, year end close out, and other reports as requested using input from the Indirect Reporting Garrison PAOs and the Hanau Community.

5. Procedures.

a. AETV Form 27, Request and Approval for Community Relations (COMREL) events will be used to request funds for COMREL events. Requests from Indirect Reporting Garrisons can also be submitted by informal email. The approval authority for all is the Commander or the Deputy to the Commander of the USAG Hessen.

b. Fund requests for G/A Community Relations events including supporting documentation and complete invitation lists need to reach the USAG Hessen PAO at least 3 weeks prior to the event. Untimely submissions will require a statement of untimely request signed by the Indirect Reporting Garrison Commander or Executive Officer (XO).

c. Invitations will not be sent out and agreements or contracts with providers will not be signed before funding has been approved. The USAG Hessen PAO will notify the Indirect Reporting Garrison PAOs and the Hanau Community PAO of the approval.

d. After action is completed, documentation to initiate payment through the corresponding offices is due NLT 7 days after the event or after receipt of bills or invoices. Copies of these documents together with complete invitation lists and guest and attendance sheets (DA Form 4843-R) will be provided to USAG Hessen PAO.

e. After payment has been made, it is the responsibility of the Indirect Reporting Garrison PAOs and the Hanau Community PAO to provide the USAG Hessen PAO a copy of the receipt to allow expenditure control.

6. Use of the Government Purchase Card (GPC).

a. Usage of the GPC follows above cited regulations.

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- b. The usage of the GPC is encouraged if it promises more advantageous and easier administrative efforts.
- c. PAOs will reallocate amounts from the BA43/.0012 account during their monthly GPC certification process.
- d. If the GPC is used the same request procedures as described above using AETV Form 27 will be followed in addition to GPC request and approval formalities.
- e. Indirect Reporting Garrison PAOs and the Hanau Community PAO will reconcile their BA43/.0012 accounts with the USAG Hessen PAO not later than seven days after these monies are used for an event.

7. The USAG Hessen POC for this action is Mr. Raino Scharck, DSN 323-2792, email Raino.Scharck@us.army.mil.


ROBERT KANDLER
Deputy to the Commander

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